Codesmith

SCHOOL CATALOG

2021

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I. GENERAL INFORMATION

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

UPDATES

This course catalog covers the time period of January 1, 2021 - December 31, 2021.

DISTRIBUTION:

Prospective students may request the catalog by signing up on the homepage of the Codesmith website or by emailing a member of the Codesmith staff to request the catalog.

CONTACT INFORMATION:

Address:

Codesmith

1600 Main Street

Venice, CA 90291

Website: www.codesmith.io

Phone number: (323) 736-0715

II. MISSION

Codesmith's mission is to develop the most exceptional group of software engineers. We mold students into software engineers who are technically brilliant, incredible collaborators, who are passionate about building great software and platforms, and who are supportive and contributing members of the technology community.

Codesmith seeks to foster in its students, team members and surrounding community, the intellectual curiosity to be lifelong learners, the creative problem-solving to be great additions to whatever communities they join, and the empathy and willingness to help grow other learners.

III. OBJECTIVES

All elements of Codesmith support its mission. Based on the Oxford University educational paradigm of immersive independent learning combined with mentorship, the curriculum is primarily project-based, and uses the concept of pair programming to create a unique environment that helps develop engineers through guided problem-solving.

Students learn computer science fundamentals in the beginning of the program so that they will have a strong foundation and understanding of core principles upon which the subsequent technologies they learn are based. The curriculum has been designed to teach students the technologies and software architecture required for advanced software engineering positions. To support and enable these outcomes, Codesmith:

- Has developed a rigorous admissions process to ensure that each accepted student is committed to software engineering and has a strong desire to learn
- Maintains a challenging, yet supportive, educational environment that fosters a strong work ethic, mentorship and a close-knit community
- Has developed policies and procedures to ensure students are continually meeting its high academic and community standards
- Attracts and retains team members (academic faculty and all staff) who align with its mission, who enhance the quality of the curriculum, and who are supportive and contributing members of the community

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IV. INSTRUCTION OFFERED

JAVASCRIPT FOR BEGINNERS PROGRAM

JavaScript for Beginners is a part-time, remote program consisting of two consecutive Saturday sessions. The program is designed for those with no previous coding experience and will teach JavaScript fundamentals, as well as provide a broader context to how coding works. The program offers students a launching point to continue their JavaScript studies, prepare for CS Prep, and build a future in software engineering.

SYLLABUS

Programming basics
- Variables - storing and using data
- Control flow - looping and when to run code

JavaScript principles
- Functions - saving and using code
- Objects and arrays - storing more complex data

Programming culture
- How the web works
- A history of programming - why learn JavaScript?

Projects and soft skills
- Build a unique text adventure game
- Pair programming

LEARNING OUTCOMES:

JavaScript for Beginners will help you understand the basics of programming that can be applied to more languages than just JavaScript. These are the building blocks that you'll need in order to expand your coding knowledge and move to more complex concepts. You will learn about Storing and Using Data, Looping and Control Flow, Functions, Objects and Arrays, and we will cover the overall history of computer programming and how the web works.

JAVASCRIPT FOR BEGINNERS PROGRAM STUDENT ASSESSMENT

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The course is assessed using three coding challenges. The grading scale is pass/fail. In order to receive a passing grade, students must be able to solve at least two out of three coding challenges.

CS PREP PROGRAM

CS Prep is a 2-week, part-time program, covering JavaScript concepts, engineering best practices and technical communication. The program includes instruction, daily problem-solving workshops, and a passionate coding community to help you prepare for top coding bootcamps, such as Codesmith's selective 12-week Software Engineering Immersive Program and solve real-world problems.

RECOMMENDED PREREQUISITES:

Comfort with Windows, Mac or Linux environment and some JavaScript experience.

- Instruction: 30 hours
- Mode of Instruction: Distance learning
- Equipment: Students use their own computers
- System requirements are:
  - An internet connection - broadband wired or wireless (3G or 4G/LTE)
  - Speakers and a microphone - built-in or USB plug-in or wireless Bluetooth
  - A webcam or HD webcam - built-in or USB plug-in
  - Or, a HD cam or HD camcorder with video capture card
  - Single Core 1Ghz or Higher
- Supported Operating Systems
  - Mac OS X with MacOS 10.7 or later
  - Windows XP with SP3 or later
  - Ubuntu 12.04 or higher
- Textbooks: All instructional material is developed by Codesmith's experienced team of instructors

SYLLABUS FOR EACH MODULE IN THE CS PREP PROGRAM:

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TITLE OF MODULE: JAVASCRIPT FUNDAMENTALS

- Objectives: To understand core JavaScript concepts
- Length: Week 1 (15 hours)
- Lessons, class sessions structure:
  - Monday-Wednesday 8-11pm ET
  - Saturday 12pm-6pm ET
  - Online only
- Prerequisites: None
- Instruction: 10 hours
- Labs: 5 hours

MODULE DESCRIPTION:

In this module, the student will understand JavaScript programming concepts and practice.

LEARNING OUTCOMES:

At the completion of this module, the student will be able to understand JavaScript programming concepts and practice.

- Data types: how data types and primitives can be used to create more complex data structures
- Functions & the call stack: how local and global memory, the execution context, and the call stack are crucial to implementing functions within applications.
- Higher-order functions: abstract functionality in order to create more modular and efficient code

TITLE OF MODULE: JAVASCRIPT FUNDAMENTALS

- Objectives: To understand core computer science concepts
- Length: Week 2 (15 hours)
- Lessons, class sessions structure:
  - Monday-Wednesday 8-11pm ET

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- ○ Saturday 12pm-6pm ET
- ○ Online only
- Prerequisites: None
- Instruction: 10 hours
- Labs: 5 hours

SUBJECT MATTER TO BE ADDRESSED:

- Recursion and algorithms - including Big(O) notation
- Intro to OOP and prototypal inheritance

MODULE DESCRIPTION:

In this module, the student will understand computer science concepts including recursion, algorithms and object-oriented programming

LEARNING OUTCOMES:

At the completion of this module, the student will be able to understand core computer science concepts including recursion, algorithms and object-oriented programming

- Recursion and algorithms - including Big(O) notation to measure time and space complexity, and to make informed decisions when considering the algorithmic efficiency of a given function
- Object oriented programming - OOP principles, such as inheritance, abstraction, and encapsulation, in addition to their distinct implementation in JavaScript with the prototype chain.

CS PREP PROGRAM STUDENT ASSESSMENT

Units 1 and 2 are both assessed at the end of the program with a one (1) hour assessment on JavaScript and Computer Science. Grades for assessments are given 3 days after the assessment on a pass/fail basis on code quality. Students are assessed during the program on an ongoing basis by the instructor. Where a student is falling behind, the instructor will provide additional support

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SOFTWARE ENGINEERING IMMERSIVE PROGRAM

Codesmith offers a full 639 hour program designed to prepare students for careers in software engineering.

ADMISSION REQUIREMENTS:

Students admitted to Codesmith must have a minimum level of education of a high school diploma, a GED, a diploma from an accredited institution of higher education (accredited by an accrediting association recognized by the U.S. Department of Education), or an equivalent number of years of work experience. In addition, in order to be admitted into the Software Engineering Immersive Program, all students need to complete the Software Engineering Immersive Program Required Pre-Work Program. Codesmith does not accept ability-to-benefit students

Codesmith requires that all students have English language skills proficient enough to be instructed in English. Students must also have the minimum skills necessary to operate a computer.

The entire program (instruction, learning, studying) is located on our campus at 1600 Main St., Venice, CA 90291.

ADMISSION STANDARDS:

Codesmith is a competitive entry program with selective admissions criteria. The admissions process comprises an application including written questions and coding challenges, and a minimum of two on-site or video call interviews.

The interviews are used to determine a candidate's commitment to learning coding, and readiness for the program. Candidates are required to sufficiently complete a series of programming problems, as well as at least 60 hours of software engineering instruction and challenges to gain admittance and to begin our program.

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These standards are in place to ensure that students have strong critical thinking skills, problem solving skills and technical communication. The standards also ensure students have a strong understanding of core programming concepts so that they are prepared for the start of the program.

CONCEPTS COVERED:

- Algorithms including search and sort algorithms
- Data structures including hash tables, linked lists and graphs
- Object oriented programming (encapsulation, inheritance, polymorphism, the prototype chain)
- Functional programming (higher order functions, pure functions and closure)
- Git and source control best practices
- Frontend development including HTML, CSS, JavaScript and jQuery DOM manipulation
- React and Redux (a popular frontend framework designed by Facebook)
- Angular (a popular frontend framework designed by Google)
- Server development with Node and Express
- Databases - relational and non-relational databases including MongoDB and PostgreSQL
- Authentication and security
- How HTTP, DNS and the internet work
- Whiteboard and technical interview approaches
- Professional engineering team best practices

BY THE END OF THE PROGRAM STUDENTS ARE ABLE TO:

- Build complex web applications in React, Redux and Node
- Write Object-oriented and Functional JavaScript to an intermediate or advanced level
- Develop efficient solutions to algorithmic problems using computer science principles
- Produce secure applications that take advantage of web development security best practices
- Implement databases including relational and non-relational databases
- Add styling to websites with CSS and CSS libraries (Bootstrap)

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V. STANDARDS OF STUDENT ACHIEVEMENT

The education team rates students on the Graduation Assessment using the following rubric

SCORE	GRADUATION ASSESSMENT
PASS	Student completed assessment implementing at least 85% functionality with clean and modular code implementing coding best practices
BORDERLINE PASS	Student completed the assessment implementing most functionality and some coding best practices, but could potentially benefit from an Academic Progress Check-in one or two areas.
BORDERLINE FAIL	Student implemented nearly half of the functionality and some coding best practices, but will need Academic Progress Check-ins to fill in the gaps and could potentially benefit from a retake of the assessment.
FAIL	Student implemented less than half of the functionality and little to no coding best practices. A series of Academic Progress Check-ins and a graduation reassessment will be required.

GRADUATION REQUIREMENTS

Students must attain a score of borderline pass or higher in their Graduation Assessment. Students who do not attain a score of borderline pass will have the opportunity to take a further assessment in week 10 - comprising a Graduation Reassessment and, if needed, a Graduation Reassessment Interview. The Reassessment is assessed pass/fail.

The Graduation Reassessment Interview is conducted with a member of the education team and only implemented if the student does not pass the Graduation Reassessment. This interview covers core coding concepts and resembles a technical interview the student would have in their job search. It is assessed pass/fail.

GRADE	GRADUATION REASSESSMENT INTERVIEW
Pass	Student shows evidence of a good understanding of core coding concepts and can communicate them with the interviewer
Fail	Student is unable to explain core coding concepts nor communicate them to the interviewer

If the student fails to achieve a passing score on the reassessment and to pass the Graduation Reassessment Interview, the student does not graduate from the program.

JOB TITLES OF EXPECTED OUTCOMES

Students who graduate from Codesmith's software engineering immersive program typically apply for roles with the following Standard Occupational Codes and Titles

15-1133 - Software Developers, Systems Software

11-1132 - Software Developers, Applications

15-1199 - Computer Systems Engineers/Architects

15-1131 - Computer Programmers

15-1134 - Web Developers

15-1199 - Information Technology Project Managers

VI. ATTENDANCE POLICY

The Codesmith software engineering program is delivered in-person or via synchronous distance education program.

For classroom instruction, attendance is taken each day at 9am. If a student is absent for half a day or less, this is counted as 0.5 absences. An absence of more than half a day including a full day is counted as 1 absence.

For synchronous online instruction, attendance is taken each day at the start of class (5 PM PST during weekdays and 9 AM PT on Saturdays). If a student is more than 15 minutes late, this is counted as 0.5 absences. An absence of more than two hours is counted as 1 absence.

Students must attend 97% of 639 program hours. If a student misses more than 3% of the program without prior approval, they may be withdrawn from the Codesmith program. Refer to the Withdrawal Policy in the Student Enrollment Agreement for further details. Codesmith may permit a greater number of absences at its discretion.

REQUIRED ATTENDANCE DAYS INCLUDE:

- First Day of Class
- Recruitment Assessment
- Graduation

Codesmith does its best to accommodate each student - students may email hello@codesmith.io at least 1 week in advance if they plan any absences due to prior obligations.

STUDENT GRIEVANCE PROCESS

Students seeking to resolve issues or complaints should contact the Director of Programs for any grievances related to the curriculum, classmates, faculty or staff, or other situations. If the issue is not resolved, students may contact the CEO. All discussions with the CEO are completely confidential.

VII. PROBATION AND DISMISSAL POLICIES

Codesmith follows the below outlined progressive disciplinary process for students who exhibit poor attendance, attitude, behavior, or in-classroom productivity. However, it is important to note that Codesmith reserves the right to skip any or all of these steps and move straight to dismissal from the program depending on the severity of the situation.

- First Offense: Verbal Warning (will be documented and signed)
- Second Offense: Written Warning - acknowledging the first conversation (students are required to sign off on an acknowledgement)

- Third Offense: Dismissal from the Program (will be documented, and students will be provided with a copy of the reason for dismissal)

Students may be dismissed from any program of Codesmith due to inappropriate behavior, absences, repeated tardiness, or, in the opinion of the faculty, nonparticipation.

VIII. LEAVE OF ABSENCE POLICY

Due to the nature of the program, Codesmith does not provide leaves of absence. In lieu of a leave of absence, Codesmith allows eligible students to defer to a future cohort and begin the program from day 1.

Students may be granted one deferral for a specific and acceptable reason. All requests must be in writing and addressed to the Director of Programs. The Director of Programs will approve or deny the request in writing

IX. FACILITIES AND TYPES OF EQUIPMENTS AND MATERIALS

All lectures are conducted at Codesmith's campus which is located at 1600 Main Street, Venice, CA 90291.

Codesmith is equipped with one (1) classroom, one (1) large lecture hall, four (4) meeting rooms for student and faculty use, student desk stations, and a student lounge for student use.
Each classroom and meeting room is equipped with tables, chairs, whiteboards, and whiteboard markers. All lecture areas are equipped with full A/V equipment for presentation use.

EQUIPMENT AVAILABLE FOR STUDENT USE

Codesmith has purchased computer equipment so that students have pair programming stations available to them. (Students are required to bring their own laptops.) These pair

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programming stations include a desktop computer, a monitor, a HDMI cable, a keyboard and a computer mouse, and can accommodate two (2) students simultaneously. We currently have fifteen (15) of these pair programming stations available to students at student desks. All equipment available for student use is owned by Codesmith. The types of equipment are detailed below:

- Mac Mini (Core i5 1.4GHz, 4GB RAM, 500GB)
- ViewSonic Monitor (VA2265smh 22-Inch SuperClear MVA LED Monitor)
- HDMI cable
- Keyboard and mouse set (Logitech MK120)

DISTANCE EDUCATION

Several software programs will be used to interact with students and to provide personal assistance while facilitating the delivery of the lesson's (program's) content:
The primary software used to deliver lessons to students is called Zoom. The primary software used to facilitate student-to-student interaction and collaboration as well as instructor-to-student communication is called Slack. Instructor-to-student communication will also be freely conducted through the frequent use of slack. The learning management system through which lesson materials will be conveyed and assignments and projects will be submitted and graded is called GitHub. Each enrolled student will receive log in credentials and/or access to the software identified above in this paragraph.

Zoom software creates a virtual "room", in which a student and an instructor can share what is on the student's monitor. It also allows students to permit the instructor to actually take control of the student's computer, load programs, provide lessons, allow the student to take back control of the student's computer and demonstrate to the instructor the student has mastered whatever lesson is at hand at the time. Zoom also allows the student to, through the use of the software, a computer camera, and headphones, talk to, listen to, see, and interact with the instructor.

Github is the training platform to be used for the synchronous (real time) distance education delivery of this program.(https://lab.github.com/) The program is identical to the Immersive Engineering program. The synchronous distance education instruction occur simultaneously

X. NOTICE OF TRANSFERABILITY OF CREDIT & CREDENTIALS

The transferability of credits you earn at Codesmith is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Software Engineering Immersive program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Codesmith to determine if your certificate will transfer.

XI. ADMISSIONS POLICIES

1. Candidates are required to complete an application that includes written questions and coding challenges
2. Candidates are required to sufficiently complete a series of programming problems, as well as at least 60 hours of software engineering instruction and challenges to gain admittance and to begin our program.
3. Student must have graduated from high school, or earned a GED for Applicants without a high school diploma
4. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
5. This institution does not award credit for experiential learning.
6. No Ability to Benefit Students will be admitted.
7. This institution has not entered into an articulation or transfer agreement with any other institution.

8. Instructions will be provided in the English language.
9. No visa related services are offered.

ADMISSIONS POLICIES FOR DISTANCE EDUCATION

In addition to the Codesmith admissions policies and process is a distance education assessment given to students that is designed to help the student decide if they are ready to take an online course.

XII. ENGLISH PROFICIENCY

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

XIII. ACCREDITATION

This institution is not accredited by an accrediting agency recognized by the United States Department of Education.

XIV. TUITION

JAVASCRIPT FOR BEGINNERS

The total cost of the JavaScript For Beginners is $325.50.

Tuition	$325
Registration Fee (Non refundable)	$0
STRF Fee (Non refundable)	$0.50

| Total charges for a current period of attendance | $325.50 |
| Estimated total charges for the entire educational program | $325.50 |

CS PREP PROGRAM

The total cost of the CS Prep program is $875.50.

Tuition	$875
Registration Fee (Non refundable)	$0
STRF Fee (Non refundable)	$0.50

| Total charges for a current period of attendance | $875.50 |
| Estimated total charges for the entire educational program | $875.50 |

SOFTWARE ENGINEERING IMMERSIVE PROGRAM

The total cost of the Software Engineering Immersive Program is $19,360.

Tuition	$19,350
Registration Fee (Non refundable)	$0
STRF Fee (Non refundable)	$10

| Total charges for a current period of attendance | $19,360 |
| Estimated total charges for the entire educational program | $19,360 |

A student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. For more information on the STRF, go to Appendix

Student Tuition Recovery Fund (STRF non-refundable)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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XV. FINANCIAL AID & LOANS

Codesmith does not offer education loans of any kind. Students do not receive federal student financial aid funds for the program. If a student obtains a loan to pay for the program, they have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Codesmith has a partnership with Ascent. If a student chooses to finance their tuition through Ascent, they may borrow between $2,000.00 and $19,350.00. Ascent offers borrowers a grade period of the duration of the program plus two months after the program where interest-only payments are due.

XVI. CANCELLATION & REFUND POLICY

WITHDRAWAL

JAVASCRIPT FOR BEGINNERS PROGRAM

The student has the right to withdraw from the program and to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the third day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges according to the Refund Policy in the Student Enrollment Agreement.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 1600 Main St. Venice, CA. 90291, email hello@codesmithio.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro

rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student withdraws due to an emergency, such as personal or family illness or national service, he or she may re-enroll in another later cohort pending approval by Codesmith.

CS PREP PROGRAM

The student has the right to withdraw from the program and to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the third day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges according to the Refund Policy in the Student Enrollment Agreement.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 1600 Main St. Venice, CA. 90291, email hello@codesmithio.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student withdraws due to an emergency, such as personal or family illness or national service, he or she may re-enroll in another later cohort pending approval by Codesmith.

The student has the right to withdraw from the program and to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges.

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 1600 Main St. Venice, CA. 90291, email hello@codesmithio.com or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If the student withdraws due to an emergency, such as personal or family illness or national service, he or she may re-enroll in another later cohort pending approval by Codesmith.

REFUND POLICY

A pro rata refund pursuant to section 94910(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days a student attended, or was scheduled to attend, prior to withdrawal.

No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

If the resident paid his or her tuition by a credit card, the refund will be processed as a reversal of the original payment. If the resident paid his or her tuition by check and the check has not been deposited, Codesmith will return the resident original check. If the resident paid his or her tuition by check and the check has been deposited, Codesmith will issue the refund with a new check made out to the issuer of the original tuition check.

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Codesmith does not participate in state or federal financial aid programs. If the student receives state or federal student financial aid funds, he or she is entitled to receive a refund of the amount not paid from the aforementioned financial aid funds.

If the student obtains a personal loan to pay for tuition, he or she will have the responsibility of repaying the full amount of the loan plus interest, minus the amount of any refund. If the student defaults on a state or a federal loan, both of the following may occur: (1) The state or federal government or a loan guarantee agency may take action against the student, including garnishing an income tax refund; and/or (2) The student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

JAVASCRIPT FOR BEGINNERS PROGRAM REFUND POLICY

A payment of $325.50 is required in order to be enrolled in the JavaScript for Beginners Program. The tuition portion ($325.00) of the full payment is fully refundable if notice of cancellation is made through attendance at the first class session, or the third day after enrollment, whichever is later.

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date the written notice of cancellation is sent to the school administrative office at 1600 Main St. Venice, CA 90291 or by email to hello@codesmith.io.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Hypothetical Refund Example:
- Amount Paid

- Less refundable Fees
- Clock Hours not used
- Refund of Tuition
- Actual Refund

A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 12-hour course, pays $325.00 for tuition and had attended 6 hours at the time of withdrawal.

The pro rata refund to the student would be $162.50 based on the calculation stated on the next page.

Total Paid	$325.50
Total Paid for Instruction	$325.00
Total Hours in course	12
Hours in attendance	6
Remaining Hours	6

Equals amount paid for instruction $325.00 ÷ 12 Total Hours × 6 Remaining Hours = $162.50 Refund Amount.

CS PREP PROGRAM REFUND POLICY

A payment of $875.50 is required in order to be enrolled in the CS Prep Program. The tuition portion ($875.00) of the full payment is fully refundable if notice of cancellation is made through attendance at the first class session, or the third day after enrollment, whichever is later.

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date the written

notice of cancellation is sent to the school administrative office at 1600 Main St. Venice, CA 90291 or by email to hello@codesmith.io.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Hypothetical Refund Example:
- Amount Paid
- Less refundable Fees
- Clock Hours not used
- Refund of Tuition
- Actual Refund

A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 31-hour course, pays $875.00 for tuition and had attended 14 hours at the time of withdrawal.

The pro rata refund to the student would be $479.84 based on the calculation stated on the next page.

Total Paid	$875.50
Total Paid for Instruction	$875.00
Total Hours in course	31
Hours in attendance	14
Remaining Hours	17

Equals amount paid for instruction $875.00 ÷ 31 Total Hours × 17 Remaining Hours = $479.84 Refund Amount.

SOFTWARE ENGINEERING IMMERSIVE PROGRAM REFUND POLICY

A payment of $19,360 is required for the Immersive Program in order to be enrolled into the Immersive Program. The student is to complete the Pre-Work portion of training online prior to the start of classes. The tuition portion of the full payment, in the amount of $19,350 is fully refundable if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date the written notice of cancellation is sent to the school administrative office at 1600 Main St. Venice, CA 90291 or by email to hello@codesmith.io.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro-rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

Hypothetical Refund Example:
- Amount Paid in Advance
- Less refundable Fees
- Clock Hours not used
- Refund of Tuition
- Actual Refund

A hypothetical refund example according to the state pro rata policy is provided to the student as follows:

Assume a student, upon enrollment in a 639-hour course, pays $19,350.00 for tuition as specified in the enrollment agreement and had attended 240 hours at the time of withdrawal. The pro rata refund to the student would be $12,082.80 based on the calculation stated below.

Total Paid: $19,360.00

Less Registration (Not Refundable): N/A

Total Paid for Instruction: $19,350.00

Total Hours in course: 639

Hours in attendance: 240

Remaining Hours: 399

Total Tuition Paid ($19,350) ÷ 639 Total Hours × 240 Hours in Attendance = $7,267.20

Tuition Paid ($19,350) - Hours in Attendance ($7,267.20) = Refund amount of $12,082.20

XVII. STUDENT SERVICES

HOUSING

This institution does not operate dormitories or other housing facilities under its control. Codesmith does not provide students with housing services and is not responsible for providing student housing. Suggested housing located reasonably near Codesmith can be found on Westside Rentals for between $1000-$2000 per month.

LIBRARY

Codesmith offers an extensive written curriculum consisting of lecture notes, slides, and exercise/challenge instructions stored in an online library. Students are given access to this online library at the start of the program, it is updated throughout the program, and they retain access to it after graduation. Learning materials are available 24 hours per day and are

always accessible as long as the student has an internet connection, which they have access to at Codesmith. In addition to this online library, Codesmith has a collection of approximately 40-50 programming, algorithm, math, and computer science-related books that are available on-site for student use. These books reside on the bookshelf in the Lecture Area.

Additionally, Codesmith provides students with several other options for online access to learning modern web development, including:

- Online instant messaging application where students can share learning resources, collaborate, ask questions, and communicate instantly with peers and instructors
- Discussion forums where students can talk about current tech news, discuss pros/cons of certain technologies, and ask for and receive help from peers and alumni
- GitHub where students can find lectures and subsequent associated challenges. Students also build projects and store their code on here to help them build their professional programming portfolio

There are also several public libraries close to Codesmith's campus that are easily accessible by foot, bicycle, car and public transportation.

- *Lloyd Taber - Marina del Rey Library*
  4533 Admiralty Way
  Marina del Rey, CA 90292
- *Venice - Abbot Kinney Memorial Branch Library*
  501 Venice Blvd
  Venice, CA 90291

JOB PLACEMENT ASSISTANCE

Codesmith offers career services to students and graduates. During the software engineering immersive residency, students receive individual reviews and coaching from both peers and

faculty in the areas of resume development, interviewing, whiteboarding, LinkedIn and AngelList profile development, and job search outreach. During these sessions, career goals are discussed with students and feedback is given tailored both to that particular student and to his/her career goals.

Codesmith provides continued career service support to graduates until those graduates are hired. Codesmith maintains regular communication with graduates about job search progress and offer salary negotiation coaching. Graduates are also invited to on-site check-ins and mock interviews for extensive hiring support. Online resources are maintained by Codesmith and are still available to graduates. If a graduate is looking to move positions or companies after their first position post-graduation, he/she is also welcome to look to us for continued assistance. Codesmith assists graduates in career services and job placements whenever possible, but does not guarantee job placement to any student or graduate.

COUNSELING

Codesmith may provide opportunities for mental health or other, related counseling-type services in an informal setting. However, Codesmith does not staff or provide professional mental health professionals to students or graduates. Codesmith instructors are not provided with professional mental health training or resources. Any such counseling or advice is incidental to the course of instruction, and should not be construed as intending to replace the advice of a mental health professional. Codesmith may offer third-party mental health resources in the form of lists or recommendations, however, such offerings do not constitute Codesmith's endorsement of any particular health professional, or course or treatment. Students suffering from mental health related issues are encouraged to consult professional help, and should not rely on Codesmith for guidance on these matters. To the maximum extent permissible under law, Codesmith disclaims liability arising from mental health related incidents, even if Codesmith may have been previously informed of the possibility of these incidents, or even if such incidents flow from Codesmith's negligence, or any other theory of law.

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XVIII. FACULTY

Name	Title	Course	Degree	Institution	# of Years of Experience	Employee/ Contractor
David O'Sullivan	Lead Instructor	Software Engineering Immersive Residency	Bachelor of Business Studies	Trinity College	3 years of experience	Employee
William Sentence	CEO and Instructor	Software Engineering Immersive Residency	Bachelors of Arts	Oxford University	7 years of experience	Employee
Kyle Combs	Lead Instructor	Software Engineering Immersive Residency	Bachelor of Arts	University of Texas at Austin	5 Years of Experience	Employee
Reid Klarsfeld	Lead Instructor	Software Engineering Immersive Residency	Bachelor of Arts	Eastern Washington University	5 years of experience	Employee
Matt Severyn	Lead Technical Mentor	Software Engineering Immersive Residency	Masters of Arts	University of Houston	2 years of experience	Employee
Michael O'Halloran	Lead Technical Mentor	Software Engineering Immersive Residency	Masters of Arts	Manhattan School of Music	4 years of experience	Employee
Eric Kirsten	Instructor	Software Engineering Immersive Residency	Bachelor of Arts	Duke University	25 years of experience	Employee

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XIX. RETENTION OF STUDENT RECORDS

ORGANIZATION

Codesmith organizes and stores all Student, Academic, Institutional and Financial records in an electronic format on-site at 1600 Main St., Venice, CA 90291. These records are also stored on a cloud-based storage system which is safe from any damage or loss.

DOCUMENTS CONTAINED AND MANAGED IN STUDENT FILES

The types of documents we maintain in Student Files are as follows:

- Personal information regarding a student's age, gender, and contact information that has been voluntarily supplied by the student
- Student identification number, first and last name, and Certificate of Completion granted by Codesmith
- Verification of high school completion or equivalent, or other statements showing that the student has the ability to benefit from the program
- Written records of formal education, previous experience, the student's application, and interview scores that are relevant to determining the student's qualification for admission
- Copies of all documents signed by the student, including the Student Contract
- A document specifying the amount charged to the student, the amount we have received on the student's behalf, method of payment, and scholarship decision (if applicable)
- A document tracking the student's progress, including assessment scores and notes, and notes from any scheduled meetings
- Any other records required to be maintained by the BPPE

DOCUMENTS CONTAINED AND MANAGED IN INSTITUTIONAL RECORDS

The types of documents we maintain in Student Files are as follows:

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- Name and contact information for each faculty member
- Description, curriculum, and schedule for each educational program offered by Codesmith
- Educational and experience qualifications of each faculty member

MAINTENANCE

The Codesmith team updates student academic and financial records on a regular basis, as students enroll, complete, or withdraw from the program, and as students progress through the program weekly. Institutional records are updated as changes are made to the curriculum or if new educational programs are offered.

SECURITY AND SAFEKEEPING OF RECORDS

All student academic and financial records, as well as institutional records are stored and maintained in a digital format at Codesmith. Students may request to view their records by contacting the Custodian of Records:

Chelsea De La Grana, Director of People & Compliance
Codesmith
1600 Main St.
Venice, CA 90291
chelsea@codesmith.io

Codesmith will take reasonable steps to protect the privacy of information stored in student records. Student transcripts are retained permanently.

XX. GENERAL

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with

minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Codesmith does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Codesmith is not accredited by the United States Department of Education. Codesmith is not accredited by an accrediting agency recognized by the US Department of Education, CEC. Therefore, enrolled students are not eligible for federal financial aid programs.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225 Sacramento, CA 95834, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.